

~~CONFIDENTIAL~~
~~SECRET~~

MEMORANDUM FOR: Chief, Plans and Policy Staff

30 October 1957

SUBJECT : Intelligence School Weekly Report #44
24 October through 30 October 1957

- I. SIGNIFICANT ITEMS: None.
- II. OTHER ACTIVITIES:
- A. OTR Orientation Officer

Document No.	14
No Change in Class	<input type="checkbox"/>
<input type="checkbox"/> Excluded	
Classified by	TS S G
Date	310-78
By	35

25X1.

(1) On 25 October a two-hour briefing followed by a one-hour discussion period was presented to 19 persons attending the Administration Operations Course given by the Foreign Service Institute. The Course Chairman was also in attendance.

(3) On 24 October a three-hour briefing was presented to 29 members of the Junior Foreign Service Officer Course. This program is given once a month and reaches all new FSO's.

~~CONFIDENTIAL~~

~~SECRET~~

~~CONFIDENTIAL~~
S-E-C-R-E-T

(4) [] received a request from [] Course Chairman of the Mid-Career School of Foreign Affairs, for a two-day program to be presented by CIA. This is the highest level regular course sponsored by the Institute. The program is now in the planning stage. 25X1

(5) On 28 October the CIA Introduction was held for [] persons and was conducted by [] Having actually run the program, [] is now sufficiently familiar with it to step in on a moment's notice. 25X1

B. Intelligence Production 25X1

(1) [] JOT's completed the Intelligence Techniques course on 25 October. The overall class performance was of high caliber. 25X1

(2) Intelligence Research (Maps), scheduled to begin 28 October, was cancelled because of insufficient registration. Training Officers explained that slots available at this time were allocated to the IO and other courses. 25X1

(3) Writing Workshop #16 started on Monday, 28 October, with [] students enrolled. There are [] from EE/PI, [] from ORR, [] from Personnel, [] from PE/PI, and [] from the Offices of NEA, OSI, Logistics, Communications, MFT/S, Audit, Security, and Comptroller. 25X1

(4) Reading Techniques #39 started on 28 October, with [] students enrolled. Offices are represented as follows: DD/P, [] DD/I, [] DD/S, [] is teaching the afternoon section of the class, and [] is teaching the morning section. 25X1

C. Intelligence Orientation 25X1

(1) Intelligence Orientation #15 began on Monday, 28 October, with [] students enrolled, including [] JOT's. 25X1

(2) A new training study, Fundamentals of Intelligence, developed by the IO Faculty, is being used in the current running of the course. The paper explains the basic concepts necessary for an understanding of the intelligence process and the functioning of an intelligence organization. 25X1

(3) [] gave the Orientation lecture to [] new EOD's in 117 Central on 28 October, substituting for [] 25X1

~~CONFIDENTIAL~~
S-E-C-R-E-T

~~CONFIDENTIAL~~
S-E-C-R-E-T

25X1

D. Operations Support

(1) The Operations Support Faculty has decided to use the PP case suggested by [] WH Division. Arrangements have been made for [] to work within the Division and have access to Division files for the purpose of preparing the case.

25X1

(2) Necessary clearances and sterilization were completed on the FI case being located by [] for use in Operations Support. The Faculty is reviewing this case, which will be reproduced for student study, and it will be ready for the typist in about two weeks. It will be presented in the current Dispatch and Report form as a Division file and broken down into categories according to the system now used.

25X1

(3) [] has been asked to present a sixty-minute lecture in the Operations Course at [] on 13 November. The lecture will cover various logistical procedures at field stations.

25X1

(4) The Supply Handbook for Field Case Officers has been received from Reproduction and is ready for distribution.

25X1

(5) Production of the Logistics film "The Other Hat" is scheduled to start on 12 November. [] will act as technical advisor.

25X1

(6) [] has formulated a set of key questions to be used when conferring with staff and division chiefs in the Office of Personnel, relative to present and anticipated training needs within their respective areas.

25X1

(7) [] participated in a question and answer session with the Foreign Service Administrative Officers during the briefing held on 25 October.

25X1

E. Clerical Training

25X1

(1) During the week of 21 October there were [] people in Clerical Induction Training. Of these, [] were entering class for the first time. During the same period, there were [] people in Clerical Orientation.

25X1

25X1

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 21 October were as follows: Of [] people tested in shorthand, [] qualified; of [] tested in typewriting, [] qualified.

25X1

25X1

25X1

S-E-C-R-E-T

~~SECRET~~

~~CONFIDENTIAL~~

25X1

25X1

(3) The results of the official Agency tests administered by Clerical Refresher to on-duty Agency clerical employees on 22 October were as follows: One person tested in shorthand did not qualify; of [] people tested in typewriting, [] qualified.

25X1

(4) The Office of Personnel has been requested to "take back" [] clerical employees who were assigned to offices last summer. Probably the Office of Personnel will request this Faculty to provide additional training for these employees, in order to make it possible for them to be reassigned.

25X1

25X1

(5) [] visited [] on 24 October in order to survey the needs for clerical training in shorthand at that post. She discussed tentative plans for a program of self-study in shorthand with the Personnel Officer. Such a program would be followed up by a series of regular monthly visits by a member of the Clerical Training staff to assist employees and to measure their achievements.

(6) As a further attempt to improve the acoustics in the large Clerical Orientation lecture room (Room 501), draperies have been installed on three walls of the room.

F. Management Training

25X1

(1) Basic Supervision #35 for GS 12-14 supervisors began on 28 October. This presentation will continue until 15 November. This senior running of the course has usually been attended chiefly by members from DD/I. This time there are [] from the DD/I, and all but one of the other members are operational or in operations support. This has required some shifting of group sessions and guest speakers. During this course it is planned to continue with recording staff lectures for the Vital Materials program.

25X1

(2) Mr. Gordon Stewart, Director of Personnel, has agreed to talk to a group of first-line supervisors on 19 November in 117 Central. Approximately [] members of supervision courses are being contacted for this follow-up meeting, the second large meeting so far to be scheduled in Central Building for the purpose of bringing together some of the Agency supervisors and some of its members of middle and top management. General Cabell spoke at a similar meeting last April.

(3) Basic Management #38 (GS 13-15) is in its second week of operation in Alcott Hall. This class has been showing unusual perception in the analysis of case studies. It is apparent that much more difficult cases must be devised for the higher grades taking Basic Management.

~~SECRET~~

~~CONFIDENTIAL~~
~~SECRET~~

25X1

(4) Management (Special) for SR ended on Friday, 25 October. Illness deprived the group of [] members for most of the second week, but the survivors carried on in good health and spirit. [] C/SR, spoke to the group on Thursday for an hour and a half. [] and his subordinates obviously enjoyed the opportunity to exchange views on several problems of mutual interest. Student reaction to the course was highly favorable.

25X1

25X1

III. PERSONNEL NOTES:

25X1

A. [] transfer from the Intelligence Faculty to the JOIP, originally planned for 28 February, has been advanced to 30 December.

25X1

B. [] was on annual leave 24 and 25 October because of the serious illness of his father.

25X1

C. [] was on annual leave 16-24 October because of the death of his father.

25X1

D. [] is attending a two-day session of budget and fiscal officers being conducted outside of Washington.

25X1

E. [] has begun Basic Supervision #35.

[]
Chief, Intelligence School

~~CONFIDENTIAL~~